App. F. IX-4

1926.

File No. 143-26

Previous References (Secret.)

Serial Nos. 1—6

Later References
Med Telegrams 36 & 37 & 38.

General and Revenue Secretariat.

Serial Nos. Sep

Part B for Sept 27

SUBJECT

Delegation of certain powers to the D.M.O's and M.O's in Charge of Institutions

---

Gl 6

To
The S.S.
The Comptd
The Insp's of office
Systems -

No. G. 1935-7 & 20/8/27

Approves of the delegation ——

Yr

Henri Le Roux

19/9/27

Dewan's orders dated 7th February 1927 on the Pro... Report of the Inspector of Office Systems and Officer in charge of Revenue Audit for the fortnight ending 31-1-27.

" May be submitted to the Member in the first instance."

---

x x x

III. Office Systems.

The examination of the registers and records of the offices of the Senior Surgeon, the Inspector General of Prisons and the Sanitary Commissioner was completed during the fortnight and a detailed report has been submitted in respect of the office of the Inspector General of Prisons. The condition of work in the last office is on the whole satisfactory. A few suggestions have been made in the report for improving the present system of work and for reducing the scriptroy work by the introduction of a simplified form of the Disposal Number System with a current register for correspondence and a periodical register for the registry of the periodical reports and returns. The present scale of establishment sanctioned for the office is found capable of reduction having regard to the volume and the nature of the work done in the office. It is therefore proposed to reduce the strength of the clerical establishment by 2 hands.

The state of work in the offices of the Senior Surgeon and Sanitary Commissioner leaves much to be desired. The Disposal Number System which has been in vogue in the former office for about 10 years has not been properly understood by the staff. There are several deviations from the prescribed methods of work and the defects noticed in the working of the system are numerous and some of them serious. In short the system has broken down and considering the general standard of educational qualifications of the present officials, there seems to be no use in conti...

L-6487/2
137

continuing the present system. The Senior Surgeon has also expressed the same opinion in his replies to the observations made at the last audit conducted in the year 1922. The simplified form of the Disposal Number System may be introduced into this office.

Another point which strikes one in regard to the administration of the Department is the centralisation of all powers of appointment, granting of leave, etc., even to the subordinates of the lowest rank, such as compounders, nurses and midwives, in the Head of the Department himself. The District Medical Officers and other Medical Officers of high status have no power of granting even 7 days' privilege leave to the members of the above staff. It is no exaggeration to say that the establishment section of the Senior Surgeon's office exists mainly for dealing with the applications of the above staff for leave, transfer, etc., More than one-third of the correspondence in the office can be reduced by a suitable decentralisation of powers.) If improvements in the directions indicated above are effected, the clerical establishment of the office is also capable of some reduction. This question is being examined.

x x x

Extract submitted.

850/11/2

First Member.)

10/2/22

D.S's opinion may be called for

10/2

No. 137/26-27.

Do. Put up with Compliments

T/P

Regret

RB 12/2

12/2

3

WD 01229—GPB—37,500—1-9-26
App. F. III—2]

General and Revenue Secretariat

File No. 6487 / 643 of 1926.

Serial No.

D.D.H.Cabul for advice
C.S. M.S.K.
12/3/27

Issue
Rec
15/3

1 Letter No 9 915-9 dt 24.2.27 from the Senior Surgeon in Kurram calling for his opinion on certain observations made in the confidential note of the Inspector of Office [illegible]

[illegible]
C.S.
26/3/27

2. Extract from the progress report of the Inspector of Office Systems and Office in charge of Account Audit for the two fortnights ending 15th January 1927 relating to the Cabul Dist., regarding the working of the duplicate Register system in the offices of the Senior Surgeon & Sanitary Commr.

Submitted for orders.
C.S. M.S.K.
8/3/27

Submitted for perusal. The report of the Inspector of Office Systems may be awaited.
MG
9/3

Yes
RR

as please
MG
9/3

Right
1. 4. 27

NOTE—Contn. Sheet

4 Med 143-26-3 M 7414/9

145
S.O.S

Submitted to the Dewan through First Member.

I submit for perusal the note on the examination of the registers and records in the office of the Senior Surgeon, conducted under my instructions by Mr.S.Nagappa, Auditor.

The important points brought out in the audit to which I beg to invite attention are the following:-

Working of the Disposal Number System.

1. The Disposal Number System has not been working well in this office. The registering of correspondence is entrusted to inexperienced clerks. The non-maintenance of personal registers by disposal clerks is a serious omission. The arrears are heavy and effective control is not exercised in the office to ensure prompt submission of replies and reports from subordinate officers. The simplified system of correspondence according to which the case workers will be required to maintain the current registers may with advantage be introduced with effect from the next official year.

2. Centralisation in the Head Office:-

There appears to be too much centralisation in the Head office which is responsible for the accumulation of correspondence work. In the interest of economy of labour and expeditious dispatch of work, decentralisation of powers to the subordinate medical officers would be desirable. The Head of the Department may be relieved of a good deal of routine work so that he may pay adequate attention to important problems connected with the organisation and development of medical relief and sanitation.

The following suggestions are offered to serve as a basis for discussion:-

Decentralisation proposed.

(1) Surgeons in charge of the Major Hospitals, viz.,

Rs 7469

6

few new registers for purposes of verification of the monthly statements of the Comptroller has also been examined. As explained in para 9 of the audit report there is at present ample scope for controlling and checking the expenditure incurred in the Department, if the prescribed registers are properly maintained and I do not think there is any necessity for opening the new registers, as proposed by the Senior Surgeon. The increase of scriptory work may well be avoided.

DEWAN'S OFFICE
Received on
14 MAR. 27
Reg. No 6573

9228/9/3

Bangalore.
8-3-1927-.

B Sreenivasa Gupta
Inspector of Office Systems
and
Officer in charge of Rev. Audit.

Maybee seems to SS for favour of remarks in this a month in the dept. There is too much centralisation 10/3

9 11.3.27

RR 14/3.

Dewan)

h 10/3.

(1) To General Secretary with Compliments.

h 14/3.

Rao 14/3

Asst

Victoria hospital, Krishnarajendra Hospital and Minto Ophthalmic Hospital may be empowered to appoint, suspend or remove all the members of the clerical establishment working under their control drawing a pay of not exceeding Rs.77/- per mensem. They may also grant ~~privilege~~ leave under the provisions of the Mysore Service Regulations to any member of the above staff ~~for a period not exceeding 3 months at a time~~ and make temporary arrangements during such period. As regards the technical staff viz., the nursers, compounders and midwives, the medical officers may be authorised to grant leave up to 3 months and make temporary arrangements in the case of the employees on a pay not exceeding Rs 50/-, selecting the substitutes from the lists published by the Senior Surgeon. The grant of the leave and the temporary arrangements made should, however be reported to the Senior Surgeon.

(2) Surgeons in charge of the Maternity Hospital, Bangalore and the Vani Vilas Hospital, Mysore, Mental Hospital and Epidemic Diseases Hospital and Medical Officers in charge of District Hospitals may be empowered to appoint, suspend or remove clerical and menial establishment working under them and drawing a pay not exceeding Rs.35/-. They may also grant previlege leave to the compounders, nursers and midwives working in the District Hospitals and the Local Fund Dispensaries under their control, drawing a pay not exceeding Rs.35/-, for a period not exceeding 3 months at a time and make temporary arrangements during such period, selecting the substitutes from a list published by the Senior Surgeon. The grant of the leave and the temporary arrangements made should be reported monthly to the Senior Surgeon.

<u>Need for the opening of the new registers proposed by the Senior Surgeon.</u>

The proposal of the Senior Surgeon for opening a

WD 01229—GPB—37,500—1-9-26
App. F. III—2j

General and Revenue Secretariat

Cond. File No. 143 of 1926

Serial No.

3

Note no 145 dated 10th March 27 of the Inspector of Asylums and Officers in charge of Lunatic Asylums on the Segregation of the rejected and recruits in the offices of the Senior Surgeon Deputy First Members orders on the P.W.D.:—

"They be sent to Senior Surgeon for Bombay remarks within a month. There is two months Establishment in this Department."

(Sd) KC 10/3.

(Sd) M M 9
11.3.27.

Draft Order for orders.

C.P. M&K
22/3/27

Issued
22/3

NOTE—Contn. Sheet.

Serial No.	
4	To the Senior Surgeon 80/10200 dated 2.4.27. Forwards the note in connection and invites his remarks on them within a month. 15/ Reminder may issue 12/5/27
5	Letter No 3/C. 37 dated 6th July 1927 from the Senior Surgeon to report further regarding decentralisation of powers in the Medical Department in respect of Officiating grant of leave etc.. This is one of the items referred to in the report of the Auditor of Office Expenditure in connection with the audit of the Senior Surgeon's office. The Senior Surgeon's report on the remarks of the Auditor (complete) has not yet been received called for orders. 15/7/27 Asst Secy

NOTE—Contn. Sheet

WD 01225—GPB—37,500—1-9-26
App. F. III—2]

General and Revenue Secretariat

File No 916 of 192

DEWAN'S OFFICE.
Received on
28. JUL. 1927
Reg. No. A12

Serial No.

17 19/7/27

17. For favour of remarks on the S. S. proposals.

Inspecting office systems with Compts.

RR 18/7. WS 18/7

To Mr. [illegible]

Subd with a note.
SL 21/7

16 The Senior Surgeons proposals may be approved as a first step and the remainder of Sanitary work

G 21.7.27

802/23/7

First member RR 23/7 WS 23/7

17 Japan

DE 26/7/27

20 For perusal Dewan

RR 26/7 WS 26/7

RR 26/7.

MV 31/7

22 Wrote WS 1/8

Submitted please give a typed copy in full WS 1/8

3/8/27

NOTE- Contn.Sheet

General and Revenue Secretariat. (Revenue) File No. 113 of 1927

Serial No.

D. 32
11/8/27.

Dyked debt Contracts
Q.G.
6/8/27
Portland Cement.
(Investors & Miscellaneous)

VS
668

h
10/8
Issue
VS
12/8

H: Com 265

Financial Department has not been Consulted. Subd with draft and fair Communicating the Govt.

GENL. & REV. SECTT.
24 AUG. 1927
FINANCIAL BRANCH.

GS
20/8/27

Govt Secy
Govt Secy 20/8/27

h
20/8
PVR

2618
2/8

Communicated in H. Com 265 of 20/24.8.27

6 To the L.S. Inst of offices by
2 Compliments 6
No 5 1235-7 of 20.8.27
Advances of the delegation
of certain powers to the
Judicial Officers in
Charge of Dists. Sessions

NOTE—Contn. sheet.

ART. F. VI. Gl.]

SUBJECT.....

.....

.....

Section Genl

File No. 143-26

Serial No. 1

No. G 9159/Genl/1

Diary No. of letter replied to.....6487/

To

The Senior Surgeon

in Mysore, Bangalore.

General and Revenue Secretariat

(Genl)

the *192*

Date of issue.....24.2.27

Signed by.....Mr. M.S

Sir,

I am directed to forward herewith an extract from the Audit Report of the Accountant of Office Systems & Offices in charge of Revenue Audit for the fortnight ending 31st January '27, about the decentralisation of work in the Audit Debt in regard

List of enclosures.....

Copied by.....

Examined by.....16/2/27

over

Jan 6845 15

Med/43-26-2

EXTRACT II.

x x x x x x

7. Examination of the system and office procedure in the offices of the Senior Surgeon, Sanitary Commissioner and the Inspector General of Prisons has been taken up.

The disposal Number System is introduced in the Offices of the Senior Surgeon and Sanitary Commissioner and there is the complaint that this system is too complicated to be correctly understood and worked by the staff in tracing previous papers. The staff is anxious to revert to the 'original 'From' and 'To' system unless some system equally simple can be thought of. Under the present conditions, arrear lists are not being prepared every month, the disposal lists have not been maintained properly in its 3 series and the periodical registers have not been maintained in the prescribed form. Instructions have been given in the matter of writing up the periodical register and this work has now been taken up by both the offices. The arrear lists are also being got prepared for the first time with the help of the current register and the actual papers on hand with the disposal clerk. Further examination of the condition of work will be -- perused. The imperfect state of the registers and records hinders rapid completion of audit work, as much time is being spent in instructing the staff in the correct manner of maintaining the registers etc., under the system and in getting the work actually done by them in essential matters.

x x x x x x

Dewan's orders dated 26th January 1927 on the Progress Report of the Inspector of Office Systems and Officer in charge of Revenue Audit for the 2 fortnights ending 15th January 1927.

"Extracts relating to their respective departments may be sent to the Members of Council for such action as they may consider necessary"

Extract II may be sent to the G.M.Branch for needful action.

Id/-
12-2-27

Yes.
Id/- V.V.

APP. F. VI. Gl.]

SUBJECT.....

.....

.....

Section Incoll

File No. 143 26.

Serial No. 4

No. G 1076a/Enclosures.

To The Senior Surgeon in Rangoon, Rangoon.

Diary No. of letter replied to 7465

General and Revenue Secretariat

(Genl.)

the 192

Date of issue 2/4/27

Signed by M. M. S

Sir,

I am directed to forward herewith a ~~copy~~ letter (in original) No. 2006 dated the 8th March [illegible] of the Inspector of Police Applying [illegible] officers in charge Revenue Audit [illegible] the Examination [illegible] inquiries and [illegible] in the Office.

over

& to Genl. returned with your refs.

List of enclosures.....

Copied by B. Sinn 31/3/27

Examined by.....

Fin. 270 (N

Office of the Senior Surgeon in Mysore,

Bangalore, dated 9th July 1927.

No. G.C.379-6. Med/43-26-5

Enc.

From

Dr. B. Mahomed Usmon, L.M.S.,
Senior Surgeon with the Government of
His Highness the Maharaja of Mysore,
Bangalore.

To

The General Secretary
to the Government of His Highness
the Maharajaof Mysore, Bangalore.

Sir,

With reference to your letter No. G. 9159/Med. 143-26-1 dated 24th February 1927, calling for my opinion on the suggestions therein made regarding the decentralisation of powers in this Department in respect of appointments, grant of leave, etc. I have the honour to state as follows:

This Department is mainly composed of technical hands, whose training (in the several grades) was being arranged by this Office, which also maintains the list of qualified candidates waiting for appointments. Hence the duty of selecting and appointing candidates to vacancies, as well as of granting leave (involving the appointment of substitutes for looking after the work of absentees) devolved on the central office in the natural course.

In recent years, the position and responsibilities of the Executive Officers (chiefly Surgeons) have been greatly improved, and it will only be in keeping with the added responsibilities of these officers to invest them with certain powers in respect of appointments, leave, etc., I may say that, as a matter of fact, the exercise by the Medical Officers in charge of the big institutions of their discretion in entertaining duly qualified hands to vacancies in the sanctioned strength

(18

within their Districts and report the same to the Senior Surgeon, the transfers of Midwives being made with the concurrence of the District Board Presidents.

7. Medical Officers in charge of the Victoria and the Krishnarajendra Hospitals and Lady Medical Officers of the Bangalore Maternity and the Vani Vilas Hospital, Mysore, where Anglo-Indian Nurses are employed as Staff Nurses, may fill up vacancies in the sanctioned strength of their staff Nurses as have been done hitherto and keep the Senior Surgeon informed of the same. ~~In the other District Hospitals, where vacancies are filled by locally trained hands a list of whom is maintained in the Senior Surgeon's office, the vacancies will be filled up by this office by selecting hands according to their seniority based on the date of obtaining qualification.~~

8. In the other District Head Quarters Hospitals, where Indian Nurses are employed, the vacancies in the Nursing staff shall be reported to the Senior Surgeon's office, where a list of locally trained stipendiary Nurses is maintained and such vacancies shall be filled up by the selection of candidates from the list in the order of their seniority based on the date of obtaining qualification.

I have the honour to be,

Sir,

Your most obedient servant,

Senior Surgeon.

(19

PROCEEDINGS OF THE GOVERNMENT OF
HIS HIGHNESS THE MAHARAJA OF MYSORE.

----oOo----

R E A D.-

Correspondence ending with letter No. G.C.379-6, dated the 9th July 1927, from - the Senior Surgeon in Mysore forwarding -- proposals for the delegation of certain -- powers to District Medical Officers, and - Medical Officers in charge of institutions, in respect of the establishments under - - their control.

F/1935-7

ORDER No. Med 143-26-6

BANGALORE, 20th/24 AUGUST 1927.

Sanction is accorded to the proposals of the Senior Surgeon to the delegation of the following powers, to the District Medical Officers and the Medical Officers of -- Institutions ~~as under:-~~

1. To make all appointments in the inferior service as at present.

2. To grant casual leave to Gazetted and Non-gazetted Officers to the limit allowed by the Mysore Service Regulations.

3. To grant privilege leave not exceeding 15 days to Sub Assistant Surgeons and of privilege leave and Maternity leave up to a limit of one month to other Non-gazetted subordinates.

4. To grant any kind of leave to inferior - servants.

5. To fine, reduce, suspend or dismiss any officer in inferior service.

6. District Medical Officers may order the transfer of Midwives and Compounders, within their Districts and report the same to the Senior Surgeon, the transfer of Midwives being made with the - concurrence of the District Board Presidents.

7. Medical Officers in charge of the Victoria and the Krishnarajendra Hospitals and Lady Medical Officers of the Bangalore Maternity and the Vani Vilas Hospital, Mysore, where Anglo- - Indian Nurses are employed as Staff Nurses, may fill up vacancies in the sanctioned strength of their Staff - Nurses as have been done hitherto -- and keep the Senior Surgeon informed of the same.

8. In the other District Head Quarters -- Hospitals, where Indian Nurses are - employed, the vacancies in the Nursing Staff shall be reported to the - Senior Surgeon's Office, where a list of locally trained stipendiary Nurses is maintained and such vacancies - - shall be filled up by the selection of candidates from the list in the - order of their seniority based on the date of obtaining qualification.

qualification.

GENERAL SECRETARY TO GOVERNMENT.

To

The Senior Surgeon in Mysore.

The Inspector of Office Systems.

The Comptroller to Government, through the Financial Secretariat.

C.C.
E.W.M.5/8/27

S. O.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

G. O. No. G. 1935-7/Med. 143-26-6 Bangalore, Dated, 20th August 1927.

Delegation of certain powers

Approves of the-----to the District Medical Officers and Medical Officers in charge of Institutions.

Read:-

Correspondence ending with letter No. G.C.379-6, dated the 9th July 1927, from the Senior Surgeon in Mysore forwarding proposals for the delegation of certain powers to District Medical Officers, and Medical Officers in charge of institutions, in respect of the establishments under their control.

ORDER NO.G.1935-7/MED.143-26-6 DATED 20TH AUGUST 1927.

Sanction is accorded to the proposals of the Senior Surgeon to the delegation of the following powers, to the District Medical Officers and the Medical Officers of institutions.

1. To make all appointments in the inferior service as at present.
2. To grant casual leave to Gazetted and Non-gazetted Officers to the limit allowed by the Mysore Service Regulations.
3. To grant privilege leave not exceeding 15 days to Sub Assistant Surgeons and privilege leave and Maternity leave up to a limit of one month to other Non-gazetted subordinates.
4. To grant any kind of leave to inferior servants.
5. To fine, reduce, suspend or dismiss any officer in inferior service.
6. District Medical Officers may order the transfer of Midwives and Compounders, within their Districts and report the same to the Senior Surgeon, the transfer of Midwives being made with the concurrence of the District Board Presidents.
7. Medical Officers in charge of the Victoria and the Krishnarajendra Hospitals and Lady Medical Officers of the Bangalore Maternity and the Vani Vilas Hospital, Mysore, where Anglo-Indian Nurses are employed as Staff Nurses, may fill up vacancies in the sanctioned strength of their Staff Nurses, as have been done hitherto, and keep the Senior Surgeon informed of the same.
8. In other District Head Quarter Hospitals, where Indian Nurses are employed, the vacancies in the Nursing Staff shall be reported to the Senior Surgeon's Office, where a list of locally trained stipendary nurses is maintained and such vacancies shall be filled up by the selection of candidates from the list in the order of their seniority based on the date of obtaining qualification.

R. RANGA RAO,
General Secretary to Government.

To---The Senior Surgeon in Mysore, Bangalore.
The Inspector of Office Systems.
The Comptroller to Government (Through the Financial Secretariat).

D892

S. O.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

G. O. No. G. 1935-7/Med. 143-26-6 Bangalore, Dated, 20th August 1927.

Delegation of certain powers

Approves of the------to the District Medical Officers and Medical Officers in charge of Institutions.

Read:-

Correspondence ending with letter No. G.C.379-G, dated the 9th July 1927, from the Senior Surgeon in Mysore forwarding proposals for the delegation of certain powers to District Medical Officers, and Medical Officers in charge of institutions, in respect of the establishments under their control.

ORDER NO.G.1935-7/MED.143-26-6 DATED 20TH AUGUST 1927.

Sanction is accorded to the proposals of the Senior Surgeon to the delegation of the following powers, to the District Medical Officers and the Medical Officers of institutions.

1. To make all appointments in the inferior service as at present.
2. To grant casual leave to Gazetted and Non-gazetted Officers to the limit allowed by the Mysore Service Regulations.
3. To grant privilege leave not exceeding 15 days to Sub Assistant Surgeons and privilege leave and Maternity leave up to a limit of one month to other Non-gazetted subordinates.
4. To grant any kind of leave to inferior servants.
5. To fine, reduce, suspend or dismiss any officer in inferior service.
6. District Medical Officers may order the transfer of Midwives and Compounders, within their Districts and report the same to the Senior Surgeon, the transfer of Midwives being made with the concurrence of the District Board Presidents.
7. Medical Officers in charge of the Victoria and the Krishnarajendra Hospitals and Lady Medical Officers of the Bangalore Maternity and the Vani Vilas Hospital, Mysore, where Anglo-Indian Nurses are employed as Staff Nurses, may fill up vacancies in the sanctioned strength of their Staff Nurses, as have been done hitherto, and keep the Senior Surgeon informed of the same.
8. In other District Head Quarter Hospitals, where Indian Nurses are employed, the vacancies in the Nursing Staff shall be reported to the Senior Surgeon's Office, where a list of locally trained stipendary nurses is maintained and such vacancies shall be filled up by the selection of candidates from the list in the order of their seniority based on the date of obtaining qualification.

R. RANGA RAO,
General Secretary to Government.

To—The Senior Surgeon in Mysore, Bangalore.
The Inspector of Office Systems.
The Comptroller to Government (Through the Financial Secretariat).

D892